

Meeting Agenda

Date: 08/26/14	Meeting Leader: Ronald V.
Main Purpose: Assembling a team	

Time (min)	Topic	Topic Leader	Desired Outcome
20	Choosing team members	Raymond	Gathering information from the group members
90	Deciding on a idea or concept to make for class	Team	Narrowing down everyone's ideas into three we want to build.
10	Meeting leader, timekeeper, and note taker	Team	Choosing roles for everyone in the group.
5	Project Manager	Josel	Deciding a project manager for our team

Date: 09/2/14	Meeting Leader: Raymond.P
Main Purpose: Choosing which idea to build.	

Time (min)	Topic	Topic Leader	Desired Outcome
40	Research on each ideal	Josel	Gathering information on different concepts and trying to makes our different.
30	Addressing problems and issues with the ideals	Team	Creating something original or unique
20	Designing the concept	Ronald, Jeffery	Have 2-3 different design we can make
10	Assigning team members roles	Raymond	Deciding a project manager for our team

Meeting Agenda

Date: 09/9/14	Meeting Leader: Alison
Main Purpose: Choosing which idea to build.	

Time (min)	Topic	Topic Leader	Desired Outcome
30	Creating a unisex bike	Alison	Designing a bike a both male and female
30	Figuring out how to make the bike fold	Team	2-3 rendering drawings of where to fold the bike
60	Designing the bike to be expandable rather than foldable	Raymond Ronald, Jeffery	Have 2-3 different designs
10	Assigning team members roles	Yappah	Deciding a project manager for our team

Date: 09/16/14	Meeting Leader: Alison
Main Purpose: Splitting up the team	

Time (min)	Topic	Topic Leader	Desired Outcome
10	Wanting to do their own project	Alison	Two teams
30	Discussing the reasons	Team	Choosing team members
60	Coming up with a new idea	Raymond Ronald, Jeffery josel	Have 2-3 different designs
20	Research	Raymond Ronald, Jeffery Josel	Have a new idea by next class

Meeting Agenda

Date: 09/23/14	Meeting Leader: Josel
Main Purpose: Final agreement on a project	

Time (min)	Topic	Topic Leader	Desired Outcome
20	Final Decision	Ronald	Desired project
60	Research on CNC	Team	Innovated design
60	Observing different designs	Team	Comparison
20	Discussion with Ali	Team	Inside information

Date: 09/30/14	Meeting Leader: Josel
Main Purpose: Final agreement on a project	

Time (min)	Topic	Topic Leader	Desired Outcome
20	Design phase	Ronald	Simple 2D sketch
60	Research on robotic arm	Team	Innovated design
60	Brainstorming	Team	Comparing ideal
20	Problems or issues	Team	Solutions

Date: 10/04/14	Meeting Leader: Ronald
Main Purpose: Mock build up	

Time (min)	Topic	Topic Leader	Desired Outcome
30	Design of robot arm	Ronald	Extend and collapse
60	Base of CNC	Team	Steel tubes
60		Team	
20		Team	

Meeting Agenda

Date: 10/07/14	Meeting Leader: Jeffery
Main Purpose: Mock build up	

Time (min)	Topic	Topic Leader	Desired Outcome
30	CNC Top Plate	Jeffery	3/16 thick aluminum
60	Modify Design	Ronald	Presentable look
60	Report	Josel	Complete chapter 1
20	Research	Raymond	Information for design phase

Date: 10/14/14	Meeting Leader: Josel
Main Purpose: Research and design	

Time (min)	Topic	Topic Leader	Desired Outcome
60	Group Meeting	Jeffery	Materials and parts needed
40	Modify Design	Ronald	New features
30	Report	Josel	Complete chapter 2
20	Research	Raymond	Information for design phase

Date: 10/28/14	Meeting Leader: Josel
Main Purpose: Research and design	

Time (min)	Topic	Topic Leader	Desired Outcome
60	Search for parts	Ronald	Pricing
30	Design top plate support	Jeffery	Have desire dimensions to cut plate
30	Creating material list	Josel	Complete chapter 3
20	Customer needs	Raymond	Completing the charts

Meeting Agenda

Date: 10/28/14	Meeting Leader: Ronald
Main Purpose: Presentation	

Time (min)	Topic	Topic Leader	Desired Outcome
40	Top arm support	Ronald	Final assembly
30	Present powerpoint	Team	
30	Detail drawings	Raymond	

Date: 11/11/14	Meeting Leader: Jeffrey
Main Purpose: Start assembly	

Time (min)	Topic	Topic Leader	Desired Outcome
40	Workshop	Team	Workshop closed
30	Present powerpoint	Team	
30	Detail drawings	Raymond	

Date: 10/21/14	Meeting Leader: Josel
Main Purpose: Research and design	

Time (min)	Topic	Topic Leader	Desired Outcome
50	Searching for Cad files	Jeffery	Dimensions
40	Design phase	Ronald	Complete the arm
30	Report	Josel	Complete chapter 3
20	Product comparison	Raymond	Distinguishing our design

Meeting Agenda

Date: 10/28/14	Meeting Leader: Josel
Main Purpose: Research and design	

Time (min)	Topic	Topic Leader	Desired Outcome
30	Searching for Cad files	Ronald	Dimensions
40	Design top plate	Jeffery	Have desire dimensions to cut plate
30	Create webpage	Josel	Complete chapter 3
20	Customer needs	Raymond	Completing the charts

Date: 10/21/14	Meeting Leader: Josel
Main Purpose: Research and design	

Time (min)	Topic	Topic Leader	Desired Outcome
50	Searching for Cad files	Jeffery	Dimensions
40	Design phase	Ronald	Complete the arm
30	Report	Josel	Complete chapter 3
20	Product comparison	Raymond	Distinguishing our design